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INSTRUCTION NO.
LI 70-10

LI 70-10
RECORDS AND CORRESPONDENCE
20 May 1965

200565

SUBJECT: Office of Logistics Reporting System

RESCISSION: LI 70-8 dated 18 September 1963

1. GENERAL

This instruction establishes uniform requirements for submission of periodic reports to the Director of Logistics by all staffs and divisions. These reports are necessary to inform the D/L of urgent matters, significant events and trends, projects undertaken, and special problems, and are, in turn, the basis for reports required by the Deputy Director for Support. Negative reports may be submitted.

2. PREPARATION AND FORMAT

a. Three different reports are involved:

- (1) Weekly Reports - These replace the bi-weekly activity log, and should include a brief, concise and complete summary of significant activities worthy of reporting to the Director of Logistics. Such reports are required by 1200 hours every Monday.
- (2) "Flash" Reports - Each division or staff will report by 1200 hours on any day, items whose urgency or importance should be brought immediately to the attention of the Director of Logistics. These reports should be brief and concise - answering any questions the report itself might raise. Items may be provided by phone if time does not permit preparation of a written report; however, telephone reports should be as brief and concise as though written.
- (3) Special Reports - Special reports on subjects, functions, or activities which require more comprehensive treatment and, therefore, do not lend themselves to either the "Flash" or the Weekly reports will be submitted about once per month. Proposed subjects to be covered should be discussed by Division and Staff Chiefs with the Director of Logistics who will make final determinations.

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1
Excluded from automatic
downgrading and
declassification

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b. All reports will be forwarded through the Executive Officer. An original only of the Weekly and "Flash" reports will be typed on Form Nos. 2129 and 2129a. Each subject to be included will be numbered and presented as a brief but complete sentence in the "Item" column. Any additional information on a specific subject will be placed in the "Comment" column. Special reports usually will concern a detailed report on a single topic and, therefore, should be submitted in memorandum form.

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Acting Director of Logistics

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